

August 7, 2009

TO ALL TRANSPORTATION OF MONEY AND VALUABLES LICENSEES:

Enclosed is the renewal application for the Transportation of Money and Valuables license currently held by you. Your current license will expire on December 31, 2009.

IMPORTANT INFORMATION!!!!

1. The completed application and all requested enclosures must be returned to this office postmarked no later than December 1, 2009. Failure to provide all required attachments requested in the renewal could constitute a violation of Chapter 32 of Title 5 of the Delaware Code.
 2. Postmarks must be easily discernable. Renewals received after December 1, 2009 with no postmarks, or received with postmarks dated past December 1, 2009, will be treated as new applications and as such will require payment of a \$250.00 investigation fee to be submitted with the application.
 3. The processing of renewal applications postmarked and/or received after December 1, 2009, will be delayed because all renewal applications postmarked and/or received on or before the deadline will be processed first. For this reason, it is probable that licenses for late renewal applications, if approved, will be issued after January 1, 2010.
 4. Outstanding invoices for supervisory assessment fees must be paid prior to submitting your renewal application. Checks should be made payable to *State of Delaware*.
- **NOTE: The renewal application cannot be used to notify this office of an address change or to apply for new branch offices.**

If you have any questions, please contact the Licensing area at the above number.

Sincerely



Quinn Miller
Investigative Supervisor

**TRANSPORTATION OF MONEY AND VALUABLES
RENEWAL APPLICATION CHECK-OFF SHEET**

Application Form:

- Was the corporate seal applied to page three or the “No Seal” line checked on the appropriate portion of the application?
- Did a principal officer sign page three?
- Was page three notarized?
- Was page four completed?

Surety Bond or Deposit in Lieu of Surety Bond, All-Risk Insurance:

- If you have a deposit in lieu of a surety bond, check here and move to the next-to-last question in this section.
- Does your surety bond run to at least midnight, December 31, 2010? If your surety bond is continuous, did you provide a photocopy of your bond?
- If a new surety bond was provided, was the corporate seal applied or the “No Seal” line checked on the appropriate portion of the application?
- If a new surety bond was provided, did a principal officer sign the surety bond?
- Does the surety bond or surety bond continuation have your surety company’s raised seal?
- Does the surety bond or surety bond continuation have your surety company’s signatures?
- In lieu of a surety bond, have you provided proof of a deposit including the name of the depository institution and account number?
- Did you include a true copy of the ALL RISK insurance contract including all documents not attached physically to such contract but which are incorporated into and made a part of such contract? A single Declaration Page will not suffice.

Attachments:

Please note that all attachments **MUST** accompany your renewal application. Do not indicate “On File” or “No Change”. Renewal applications must be complete to be processed. Incomplete applications will be delayed.

Did you include:

- An updated list of all principals of the business as specified in item 6 of the renewal application?
- An updated list of individuals and businesses with an ownership interest as specified in item 7 of the renewal application?

- Personal resumes for all **new** principal officers and corporate directors?
- A recent asset/liability statement and profit/loss statement for the applicant business? Sole proprietorships: Detailed personal financial of owner.
- The \$200.00 licensing fee?
- **If questions 11, 12, or 13 are answered “yes,” all supporting documentation requested in 14?**

Miscellaneous:

- Do you have any outstanding invoices (supervisory assessment)? If so, a check made payable to *State of Delaware* should be sent prior to submitting your renewal application.

STATE OF DELAWARE
OFFICE OF THE STATE BANK COMMISSIONER
555 EAST LOOCKERMAN STREET, SUITE 210
DOVER, DELAWARE 19901

RENEWAL APPLICATION
FOR LICENSE UNDER CHAPTER 32
TRANSPORTATION OF MONEY AND VALUABLES

PLEASE TYPE

1. Name of Licensee: _____

E.I. or S.S. No: _____

2. Contact person, title and phone number for application:

Name/Title	Telephone Number/Extension	Fax No.	Email Address
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3. Address of principal office where business is being conducted: **The renewal application cannot be used to notify this office of address changes or to apply for new licensed offices.** Please contact this office for instructions on the proper procedures for address changes/applying for new offices.

No. & Street	City	State	Zip Code
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(Must be consistent with address on existing license.)

4. Applicant business is formed as a: ___Corporation ___Partnership ___Sole Proprietorship ___LLC ___Other (name type) _____ State: _____

Corporations and LLCs formed outside Delaware must provide proof that they have registered with the Delaware Division of Corporations.

5. All applicants must provide information regarding their registered agent for service of process in Delaware.
- (a) Businesses organized in Delaware may designate the business itself, an individual resident in this State or another business authorized to transact business in this State provided the designee is located in Delaware in accordance with Section 132(a), Title 8 of the Delaware Code.
 - (b) Businesses organized in locations other than Delaware may designate an individual resident in this State or another business authorized to transact business in this State provided the designee is located in Delaware in accordance with Section 371(b)(2), Title 8 of the Delaware Code.

Name, Street Address, and Telephone Number of Registered Agent:

6. Please provide an updated list of Principals (officers, directors, partners, members, owner, senior management, etc.) of the business including full name, title, residential address, business address, Social Security number, date of birth, and, if a director, date term expires with this renewal application.
 7. Please provide an updated list of all individuals and businesses with an ownership interest in the licensee, including full name, residential address, business address, and number of shares held or percentage of ownership with this renewal application. If licensee is a subsidiary of a parent company, provide the entire ownership chain up to the ultimate owner (individual or publicly traded company).
 8. Personal resumes for all new principals of the business must be submitted with this renewal application. Personal resumes should include a detailed work history.
 9. Submit a recent asset/liability statement (balance sheet) and income statement (profit/loss sheet) for the applicant business. **PLEASE NOTE:** Owners of sole proprietorships must also provide a detailed personal financial statement.
 10. Have your business plans changed since your original business plan was submitted (i.e., are you doing any other kind of business on the premises, have you ceased doing certain types of business, etc.) ___No ___Yes If yes, please describe.
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11. Have you or any owner, officer, director, partner, member, employee, or agent of your organization ever been arrested, indicted or convicted of a criminal offense **since the last time this information was disclosed? Include past incidents that have only recently come to your attention, such as information about new employees.**
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12. Have you or any owner, officer, director, partner, member, employee, or agent of your organization ever used any alias or been known by any other name? _____

13. Have you or any owner, officer, director, partner, member, employee, or agent of your organization ever had any license suspended, revoked, or denied or has any regulator imposed a fine or taken other type of disciplinary action **since the last time this information was disclosed as part of an application process?**
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14. If the answer to questions 11, 12, or 13, is “yes”, please attach a separate sheet giving details. If the answer to 13 is yes, please include photocopies of any legal documents that pertain to the matter (i.e., Consent Agreement, Cease and Desist Order, Revocation Order, Reinstatement Order, etc.) If the answer to 11 is yes, we may require additional documentation, depending upon the information received.

15. (a) Applicant must provide proof at the time of application for renewal, of a surety bond in the principal sum of \$10,000 that is continuous or is effective through midnight December 31, 2010.

OR

- (b) In lieu of such surety bond, applicant elects to deposit appropriate securities or cash with:

Name of Depositor

Account Number

having a current value of at least \$_____ computed on the basis of principal amount or market value, which ever is lower.

(c) If you are not providing a new surety bond, continuation form or bond rider, please attach a photocopy of the bond currently on file with this office.

16. The applicant shall file true copies of its All Risk insurance contract (complete policy) in accordance with §3209(c), 5 Del.C., including all documents not attached physically but which are incorporated into and made part of such contract with the Commissioner establishing that it has in full force an underlying all risk policy in the amount of \$5,000,000 or, with the Commissioner's approval, an amount not less than \$2,000,000.

(a) Amount of policy to be carried: \$ _____

(b). Name/address of insurer (Must be licensed to do business in the State of Delaware):

Name	Address

17. This application must be accompanied by a license fee of \$200.00 Make checks payable to *State of Delaware* and reference it to "Renewal Fee".

18. Please note: All outstanding invoices must be paid before a renewal application will be approved.

I hereby certify that I am authorized to sign and submit this application for licensure on behalf of the applicant company, in my role as principal of said company, and that the information contained herein is true and correct to the best of my knowledge and belief.

Full Corporate Name

Corporate Seal

* ___ Check here if you do not have a corporate seal.

***If company has had a seal in the past and no longer has one, please attach an explanation.**

Signed: _____
Principal

Sworn to and subscribed before me this _____ day of _____ 2_____.

Signature of Notary Public

My Commission expires on _____.

NOTARY SEAL

TRANSPORTATION OF MONEY AND VALUABLES

Name of Licensee: _____

EMPLOYER IDENTIFICATION NUMBER: _____

A contact and all requested information must be provided for each of the following categories:

Supervisory Assessment _____

Name and Title Telephone # Extension #

Email Address Fax #

Mailing Address

License Renewal _____

Name and Title Telephone # Extension #

Email Address Fax #

Mailing Address

Examination _____

Name and Title Telephone # Extension #

Email Address Fax #

Mailing Address

Complaints _____

Name and Title Telephone # Extension #

Email Address Fax #

Mailing Address

Public Contact _____

Name and Title Telephone # Extension #

Email Address Fax #

Mailing Address

Changes in the above contacts must be reported to our office immediately.